



# Virginia Regulatory Town Hall Agency User Manual

---

## Part 2: Virginia Regulatory Town Hall

### **Section 5: Special operations**

This section covers the following topics in the order listed:

- The implications of withdrawing a stage and how to do it
- The implications of withdrawing an entire regulatory action and how to do it
- How to indicate that a regulatory action has been suspended
- How to indicate that a regulatory action has been repealed

# Special operations on the Town Hall

---

Jump down to

- [The implications of withdrawing a stage and how to do it](#)
- [The implications of withdrawing an entire regulatory action and how to do it](#)
- [How to indicate that a regulatory action has been suspended](#)
- [How to indicate that a regulation has been repealed](#)

## The implications of withdrawing a stage and how to do it

The Town Hall allows you to withdraw a stage of a regulatory action, e.g., emergency, NOIRA, proposed, fast-track, or final stage at any time.

*Note:* If you wish to indicate that a fast-track stage has been objected to, please click [here](#).

### If the stage has **not** yet been submitted to the Registrar:

- The act of withdrawing a stage from the Town Hall has no legal effect, i.e., it is not a withdrawal as described in [§2.2-4014 through §2.2-4016](#) of the Code of Virginia.
- You can resubmit the stage on the Town Hall at any time.
- Keep in mind that as long as no stage of a regulatory action has ever been submitted for publication to the *Register*, the stage and any action related to it **cannot** be seen by public users of the Town Hall.
- Additionally, the only parties that will receive email notification of this event will be internal users of the Town Hall, i.e., you and executive branch reviewers. No email notification will be sent to registered public users of the Town Hall.

### If the stage **has** been submitted to the Registrar:

- This act may be a withdrawal as described in [§2.2-4014 through §2.2-4016](#) of the Code of Virginia. If you withdraw a stage after it has been submitted to the Registrar, you must first notify the Registrar and then DPB.
- Additionally, all registered public (and internal) users of the Town Hall will receive email notification of the withdrawal. You may wish to use the Agency Mailing List feature to send out an email further explaining the reason(s) for the withdrawal.
- You may wish to consult your representative in the Attorney General's office before you withdraw a stage under these circumstances.

### In order to withdraw a stage, take the following steps:

**Step 1:** Click on "Current Actions" on the blue menu bar. Click on the link to the stage you wish to withdraw. This will take you to the **Stage Information** page.

**Step 2:** Now click on the [Edit Stage](#) link near the top of the page. Then, click on the [Withdraw Stage](#) link near the top of the page. Your stage has now been withdrawn.

## The implications of withdrawing an entire regulatory action and how to do it

The Town Hall allows you to withdraw an entire regulatory action (including all of its regulatory stages) from the Town Hall at any time.

If you are "withdrawing" an entire regulatory action from the Town Hall, this is the usual scenario:

the regulatory action has not yet become final and effective and the agency/board has decided not to move forward with the action at this time or in the foreseeable future.

**If a stage of the regulatory action has been submitted to the Registrar:**

- This act may be a withdrawal as described in [§2.2-4014 through §2.2-4016](#) of the Code of Virginia. If you withdraw a regulatory action after any of its stages have been submitted to the Registrar, you must first notify the Registrar and then DPB.
- Additionally, all registered public (and internal) users of the Town Hall will receive email notification of the withdrawal. You may wish to use the Agency Mailing List feature to send out an email further explaining the reason(s) for the withdrawal.
- You may wish to consult your representative in the Attorney General's office before you withdraw a regulatory action under these circumstances.

**If no stage of this regulatory action has yet been submitted to the Registrar:**

- The act of withdrawing the regulatory action from the Town Hall has no legal effect, i.e., it is not a withdrawal as described in [§2.2-4014 through §2.2-4016](#) of the Code of Virginia.
- You can resubmit the regulatory action on the Town Hall at any time.
- Keep in mind that as long as no stage of a regulatory action has ever been submitted for publication to the *Register*, the regulatory action and any activity related to it **cannot** be seen by public users of the Town Hall.
- Additionally, the only parties that will receive email notification of this event will be internal users of the Town Hall, i.e., you and executive branch reviewers. No email notification will be sent to registered public users of the Town Hall.

**In order to withdraw an entire regulatory action, take the following steps:**

**Step 1:** Click on “Current Actions” on the blue menu bar.

**Step 2:** Click on the title of the regulatory action that you wish to withdraw.

**Step 3:** Click on the [Edit Action](#) link.

**Step 4:** Click on the [Withdraw Action](#) link.

**Step 5:** Click to confirm the withdrawal of the action. Your action has been withdrawn.

## **How to indicate that a regulatory stage has been suspended**

If you wish to indicate that a fast-track regulatory action has been objected to, click [here](#).

A final regulation becomes effective 30 days after publication in the *Register* or at a later date as specified by you unless the action is suspended by the Governor, the General Assembly, or by a request from 25 or more persons, pursuant to §§ [2.2-4013](#) (D), [2.2-4014\(B\)](#), and [2.2-4007 \(J\)](#) of the Code of Virginia.

In order to indicate that a regulatory stage has been suspended on the Town Hall, take the following steps:

**Step 1:** Click on “Current Actions” on the blue menu bar.

**Step 2:** Click on the final stage of the regulatory action that you wish to suspend.

**Step 3:** Click on the [Edit Stage](#) link.

**Step 4:** Scroll down the page until you see “Suspend regulation.” Check the box and, in the space provided, note the reason why the regulatory action has been suspended.

**Step 5:** Click on the “Save Changes” button at the bottom of the page. You're done.

## How to indicate that a regulation has been repealed

After a regulation has been repealed through procedures set out in [Article 2 of the Administrative Process Act](#), please indicate this fact on the Town Hall.

In order to do this, take the following steps:

**Step 1:** Click on the “Agency Boards” link on the blue menu bar.

**Step 2:** Click on the board name under which a regulation has been repealed.

**Step 3:** Click on VAC cite of the regulation that has been repealed.

**Step 4:** Click on the Edit Chapter link near the top of the page. Where it lists the chapter title, insert “[REPEALED]” **followed** by the name of the chapter.

**Step 5:** Click on the “Save Changes” button at the bottom of the page. You’re done!

[Back to Table of Contents](#)